

# Enterprise IT Financial Workgroup

**Minutes**  
**December 8, 2016**  
**3:30 p.m.**  
**Cogswell Room 151**

## **Members Present:**

Ron Baldwin, CIO/SITSD  
Erica Johnston, DPHHS, Chair  
Lisa Mader, JUD  
Larry Krause, DOC  
Mike Bousliman, MDT

Jennie Stapp, MSL  
Tricia Greiberis, DNRC  
Tami Gunlock, SITSD  
John Daugherty, COR  
Nancy Jones, DLI, Alternate

## **Staff Present:**

Wendy Jackson, Marilu Hanson

## **Real-time Communication:**

Dan Chelini, Glynis Gibson

## **Guests:**

Gerry Murphy, Nancy Jones, Kreh Germaine, Sheila Harris, Amy Sassano, Kris Wilkinson, Sky Foster, Linda Kirkland, Stuart Fuller, Kiela Harris, Lynne Pizzini, Marie Matthews, Becky Buska

## **Welcome and Introductions**

Erica Johnston welcomed the workgroup to the December 8, 2016 EITFW Meeting.

## **Minutes**

John Daugherty made a motion to approve the November 3, 2016 minutes as presented, Mike Bousliman seconded the motion. Motion carried.

## **Business**

### **Organizational Update**

Mr. Baldwin stated that James Schneider is no longer employed with the State Information Technology Services Division (SITSD). This position will not be backfilled. Tami Gunlock will serve as Manager of the Office of Finance and Budget and Linda Kirkland will serve as Manager of the Office of Contracts and Asset Management.

### **Draft Review of Volume 10**

Kris Wilkinson gave a report on the recommendations of Item Number 10 which relates to Volume 10. Ms. Wilkinson stated that all agency IT projects are reported to the Legislative Finance Committee (LFC). The LFC then makes recommendations to the chairs of the House Appropriations and Senate Finance and Claims regarding Global Considerations to the budget. Item Number 10 was included in these recommendations. Additional recommendations on Volume 10 will be made through the Section A General Government Committee. The recommendations have been adopted and passed on to Senator Llew Jones, Chairman of the Senate Finance and Claims, and Representative Nancy Ballance, Chairman of the House Appropriations Subcommittee. Ms. Wilkinson stated that it will be reiterated that Volume 10 is only an informational discussion tool.

Amy Sassano spoke to the workgroup regarding the SITSDs budget and the Legislative Session. The Department of Administration will be the first department to be reviewed in Section A. Ms. Sassano commented on lessons learned during the construction of the Volume 10 report. A likely change for the next Volume 10 will be the exclusion of the prior year expenditures as this has led to some confusion. The expenditure codes will also be revised to clarify job codes and reclassifications. There is no new request for Information Technology (IT) funding in the budget. Agency requests for IT expenditures should be addressed

in the subcommittee. There also is no House Bill 10. The Executive Budget is proposing for House Bill 2 to establish a separate appropriation for Information Technology Services Division (ITSD). Ms. Sassano stated that the best way to judge how much any agency should refer to Volume 10 in a subcommittee hearing will be to observe other subcommittee hearings and note if and when legislators refer to the report. Ms. Sassano commented that, in her opinion, Volume 10 will be a low priority during the upcoming legislative session.

Tami Gunlock stated that the Volume 10 report is based on the pay date not the pay period end. Ms. Sassano confirmed that this would be addressed in the next Volume 10.

Q: Mr. Baldwin: There was an action item in the minutes from last time about clarifying expenditures vs. estimates was there clarification on that?

A: Lisa Mader: It was the headings in the columns that had said expenditures and that was corrected to say estimates.

Mr. Bousliman suggested that agencies should inform the EITFW when they are scheduled to report to subcommittees regarding IT budgeting. Other agencies will then be able to listen to the proceedings and gain a better understanding of how these meetings will unfold going forward.

### **Enterprise Applications**

Ron Baldwin spoke to the workgroup regarding the exploration of a potential enterprise solution for document signature services. DocuSign is now being used in several departments including the Department of Administration and Department of Commerce. This program can be utilized on a variety of devices to enable document signatures. Passwords are required and date stamps are applied when the document is signed. Linda Kirkland explained that several different services are currently being used by Montana state government. The other signature services require a guarantee of a volume of revenue. It was suggested that DocuSign demonstrations be scheduled and that legal team should be included.

**Action Item: Mr. Krause will develop a draft agenda for a DocuSign vendor demonstration event for state agencies.**

**Action Item: Larry Krause and Linda Kirkland will take suggestions and advise on dates and times of the sessions.**

### **Decision Lens**

Ms. Kirkland gave a report on the analytics software, Decision Lens. The State of Montana has piloted this product. The Department of Administration and the Department of Health and Human Services (DPHHS) is considering the use of this product to assist in the prioritization of projects. DPHHS is currently waiting for an updated price quote before moving forward with Decision Lens.

Mr. Baldwin stated that the product is a project portfolio management tool that takes criteria and determines the priority of projects and the spending on those projects.

Mr. Bousliman commented that, in his opinion, this product is not worth the cost. Several of the states who have been utilizing this product have discontinued use.

Mr. Baldwin stated that, with the state of the governor's budget and taking into consideration the fact that there are no new projects to be prioritized due to reduced funding, now may not be the time to address an enterprise solution involving the Decision Lens product.

### **Public Comment**

none

### **Adjournment**

#### **Next Meeting**

Mr. Baldwin stated that EITFW meetings will be held on an as needed basis for the duration of Legislative session.

### **Adjourn**

The meeting was adjourned at 4:25 PM.